

DELAWARE PUBLIC PURCHASING ASSOCIATION, INC.

MINUTES OF NOVEMBER 21, 2000 MEETING

The quarterly meeting of the Delaware Public Purchasing Association, Inc. was held at Salty Sam's Restaurant in New Castle, Delaware. Greta Iplenski, CPPB, President called the meeting to order at 10:00 AM.

Those attending were: Peter Gregg, City of Milford, BJ Clyburn, City of Dover, Peter Rigterink, CPPB, Division of Social Services, Lori Gooch, Delaware State Police, Janet Schukoske, CPPB, Division of Purchasing, Sara Mosley, Delaware Solid Waste Authority, Paul F. Mahoney, City of Wilmington, Tina M. Romano, City of Wilmington, Tim McMahon, City of Wilmington, Kai Brunswick, United States Small Business Administration, George Danca, University of Delaware, Ruth Kowalski, New Castle County, Dot Pecqueur, New Castle County, Hilda Balascio, CPPB, New Caslte County, Andria Smith, CPPB, New Casatle County, Ron Hill, CPPB, Division of Purchasing, Art Caldwell, CPA, CCM, CEBS, PHR, DHSS, Division of Child Support, Joe Loureiro, DHSS Procurement, Mike Sabol, CPPB, Division of Purchasing, Sandra Skelley, CPPB, DHSS Procurement, Greta Iplenski, CPPB, Delaware State Police, And Arnold Cookson, CPPB, Division of Purchasing. Price Morris, CPPB, CPPO, from the Pennsylvania Public Purchasing Association was a guest attendee.

OLD BUSINESS:

1. **Reading of Minutes:** Arnold Cookson, read the minutes of the August 15th meeting. Under item #10, "Delaware Valley Chapter" was changed to read " Pennsylvania Public Purchasing Association", and in item #15, a second sentence was added to read, " Each committee chairperson shall submit their budget to the Finance Committee Chairperson". Greta motioned that the minutes be approved as changed and Mike seconded it. The motion was carried.
2. **Introductions:** Greta asked everyone to introduce him or herself.
3. **Treasurers Report:** Peter handed out the Treasurers Report as of November 21st, 2000. The balance on account with Artisans' Bank is \$3,585.60. Peter stated that a change in the By-laws is needed to reflect the change in annual membership dues. This issue will be covered later in the meeting agenda. Mike motioned that the Treasurers Report be approved as written, and Joe seconded it. The motion was carried. Peter stated that the chapter has seven (7) new members. They are: Esther R Barthelmeh, Wendy DeGarmo, Peter Gregg, Stephanie Young, B.J. Clyburn, Diane Elser, and Carol S. Houck.
4. **Finance Report:** Andria passed out copies of the proposed budget for 2001. She stated that some revisions were needed based on unknowns at the time of the meeting. The Executive Committee will get with the Finance Committee to work on the revisions in a special meeting to be announced.
5. **Education Committee:** Sandra briefed members on the status of the upcoming seminar to be held on December 18th, with registration beginning at 7:30 AM. So far, approximately 20 people have signed up for the seminar. She stated there is still time to sign up if anyone is interested. She also stated that more seminars are being looked at for the new Calendar year.

6. **Membership Committee:** Janet stated she sent out 120 membership packets. She also stated she had checked into the costs of purchasing chapter letterhead, and that multi-color costs would run about \$300 per ream. Andria stated there might be a way to get letterhead at a lesser cost through various software programs out there now. Andria said the New Castle County Print Shop could do the letterhead in one color. Janet also stated she obtained costs for member certificates from DVI. They will cost \$2.00 each. She passed two (2) samples around for members to look at. Everyone was in agreement that the Membership Committee should select and make the decision for the appropriate membership certificate. Greta asked Janet to proceed with the procurement of the certificates, but keep in mind that quality should be a priority.
7. **Program Committee:** Mike Sabol spoke for Bobbi Hettel-Minner who could not make the meeting. He stated that four or five members would give brief presentations on one of the workshops that they attended at the annual NIGP Forum in August. Presentations will be given after lunch and in conclusion of the Business Meeting. He also stated Bobbi would like inputs from members as to what information/topics are desired for future meetings. Please contact her with your topics. Greta added that Bob Propes would give a presentation on Recycling sometime next year.
8. **Awards & Scholarship Committee:** Ron stated that it was still too early to consider any scholarship initiatives since the chapter is so new.
9. **Chapter Liaison:** Mike Sabol stated he attended the two-day Regional III Conference hosted by The Pennsylvania Public Purchasing Association. He stated it was a good seminar. Guest Price Morris also stated that NIGP and PAPPAA would be sponsoring future classes for CPPB and CPPO Certification requirements. Mike also stated that if any member wants something placed on the DPPA web site to e-mail the request in final form to the Executive Board for approval.

New Business:

10. **Bylaw Changes:**
 - a. **Article III-Nominations & Elections:** Delete the word “third” in the second, third & forth sentences. Add the word “fourth in their place. The reason for this amendment is because the chapter has only four meetings a year. Candidates would have to be announced 30 days prior to the third quarterly meeting, which would be around July. This would be too soon to announce candidates for office. Changing the announcement to the fourth quarterly meeting, allows candidates to be announced in October and the vote take place in November. Newly elected candidates would take office in January. The amendment was approved and carried by two-thirds of the membership present.

b. **Article VIII-Finances: Membership Dues**, Delete the sentence” New members shall pay in full, at the time of acceptance into membership.” Add: “Between the months of January and June, new members shall pay full membership dues”. New members joining between the months of July through December, shall pay half membership dues. Purpose: The chapter does not want to discourage any individual from becoming a member anytime during the year. Although our membership dues are very reasonable, it is only fair that individuals signing up halfway into the year be charged ½ membership dues. Mike motioned that membership fees for 2000 be waived for the seven new members. Janet seconded it, and the motion was carried. They will be members effective January 1, 2001, and pay the normal annual dues for 2001. Note: This is a waiver granted only for this calendar year to all new members to attend the December workshop at member rates.

11. **Nominations & Election of 2001 Chapter Officers**: Andria Smith was asked to read the slate of officer nominations. Names were: Greta Iplenski-President, Mike Sabol-First Vice-President, Sandra Skelley, Second Vice-President, Peter Rigterink, Treasurer, and Janet Schukoske, Secretary. The slate was approved by all members present.
12. **Chapter Dues for 2001**: Greta stated that dues needed to be established for 2001. After some discussion, and after a proposal from the Finance Committee, it was decided to increase annual dues to \$35, since budget requirements are still unclear, and the future costs for coffee and snacks at chapter meetings. Greta motioned to accept the committee’s proposal, and Mike Sabol seconded it.
13. **Issuance of Dues Invoices**: Greta stated that the Membership Committee needed to send out 2001 dues invoices by December 15th, 2000. Members were advised that the application was on the Chapter web site.
14. **Reimbursement Costs**: Greta asked for reimbursement in the amount of \$116.10 for brochure and postage fees for the 2000 Seminar. Janet also asked for reimbursement for postage fees for the chapter membership packets. It was decided both members should submit their receipts directly to the Chapter Treasurer for reimbursement.
15. **2001 Goals/Objectives**- Strategic Plan: Greta recommended that the chapter look into the possibility of having someone facilitate a Strategic Plan. Since we are a new chapter, this process should give us some short term and long term directions as to where we should go, or where we want to go for the future. Everyone was in agreement. The Executive Committee will work on recruiting a professional to facilitate the session. At a minimum, the Executive Committee and Committee Chairpersons should participate in this process. However, any member who is interested in participating in the strategic plan is welcome. Greta stated that the chapter should consider hosting the Region I Conference in 2001. Sandra Skelley will be the chairperson for planning the conference. This initiative will require the help from the general membership. Please contact Sandra if you would like to help.

16. **Chapter Meeting Schedule for 2001:** The meeting schedule for the DPPA Chapter is as follows:

<u>Date</u>	<u>Host</u>
February 20 th	Delaware State Police
May 15 th	City of Wilmington
August 7 th	to be determined
November 20 th	New Castle County

17. **Thank you letter:** Greta stated that James Sapp from New Castle County Purchasing paid for the meals and snack costs associated with the chapter meeting. She will send a thank you letter to Mr. Sapp.
18. **Chapter Pins:** Joe told members that he had checked with three vendors concerning Chapter Pins. Of the three vendors, one out of Baltimore offered the best price and quality. Costs range anywhere from \$1.63 to \$2.83 per pin, depending on the quantity ordered.
19. **Adjournment:** Greta made a motion at 1:30PM to end the business portion of the meeting. Andria seconded it, and the motion was carried
20. **Presentations:** Those giving presentations and their topics were:
1. Lori Gooch-Contracts, the Uniform Commercial Code, & Other Legal Aspects of Purchasing.
 2. Janet Schukoske-Marketing Yourself As An Expert
 3. Sandra Skelley-Procurement Protests
 4. Mike Sabol-Lease/Purchase Alternatives.

Presentations were completed at 2:30PM.

Arnold Cookson, CPPB
Chapter Secretary